

RACING / VETERINARY

See inside for...

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ROLES OF THE VARIOUS PLAYERS

Australian Apprenticeships Centres - AAC

For your nearest AAC phone 13 38 73 or access <http://www.australianapprenticeships.gov.au/>

AACs provide **free information and advice** on:

- apprenticeships/traineeships
- completing and registering a training contract
- assistance with employer incentives
- selecting an appropriate RTO
- rights, responsibilities and obligations
- incentives assessment for prior qualifications eligibility

Provide a service which requires a visit to the employer / apprentice / trainee on commencement, to initiate further contact within one month of the 6 month point of the apprenticeship / traineeship, and upon request.

They also provide advice on transfers, variations, suspensions/cancellations, early completion, termination, period of probation, credit for prior training and experience, and disputes on training matters.

Registered Training Organisation - RTO

Helps you train your new apprentice in the way you want. Choose an RTO that best suits your training needs. They will:

- offer and undertake if appropriate a Recognition of Prior Learning (RPL) process
- assist you and the apprentice to develop an appropriate training plan
- provide advice on fees and charges
- design a training plan to meet the needs of all parties
- train the apprentice and assist you to make sure training is completed
- ensure all apprentices/trainees undertaking training at AQF levels 3 and above are withdrawn from routine work duties for a minimum of three hours per week, averaged over a four week cycle for the purpose of undertaking structured training/learning activities (pro rata for part time)
- ensure all apprentices/ trainees undertaking workplace training at AQF levels 1 and 2 are withdrawn from routine work duties for a minimum of 1.5 hours per week, averaged over a two month cycle for the purpose of undertaking structured training/learning activities. This release must occur periodically.
- visit your workplace to check progress
- provide additional learning support if required
- issue qualifications at the completion of the apprenticeship/traineeship

Details of how to access **Registered Training Organisations** are located in the middle of this booklet.

State Training Authority - STA

Regulate apprenticeships and traineeships. The STA monitors the quality of training and approves RTOs. In addition they:

- advise employers and apprentices on rights and obligations
- approve early completions, variations to Training Contracts, suspensions and cancellations
- provide field officers to solve problems between employers and their apprentice/trainee.

Apprenticeship Field Officer - AFO

Are employed by the STA and take an impartial role in their dealings with employers and apprentices/trainees. For details of your nearest AFO contact the

Apprenticeship Administration Branch on 1300 722 603 or access <http://www.otte.vic.gov.au/aptvicapp.asp> Apprenticeship Field Officers provide assistance in a number of different areas. They:

- answer queries and provide information on apprenticeships and traineeships
- advise and counsel apprentices/trainees and employers on training and other matters
- investigate disputes between apprentices/trainees and employers
- provide support for apprentices/trainees who are victims of workplace violence and harassment
- assist providers of training and further education in relation to apprenticeships and traineeships

Conversations with AFOs are confidential.

Group Training Organisations - GTO

They employ apprentices/trainees and place them with 'host' employers for work and on the job training. They will:

- screen and recruit applicants
- handle wages, payroll tax and workers compensation
- monitor the progress of the apprentice/trainee
- provide your organisation with an apprentice/trainee without a long-term employment contract.

Employer

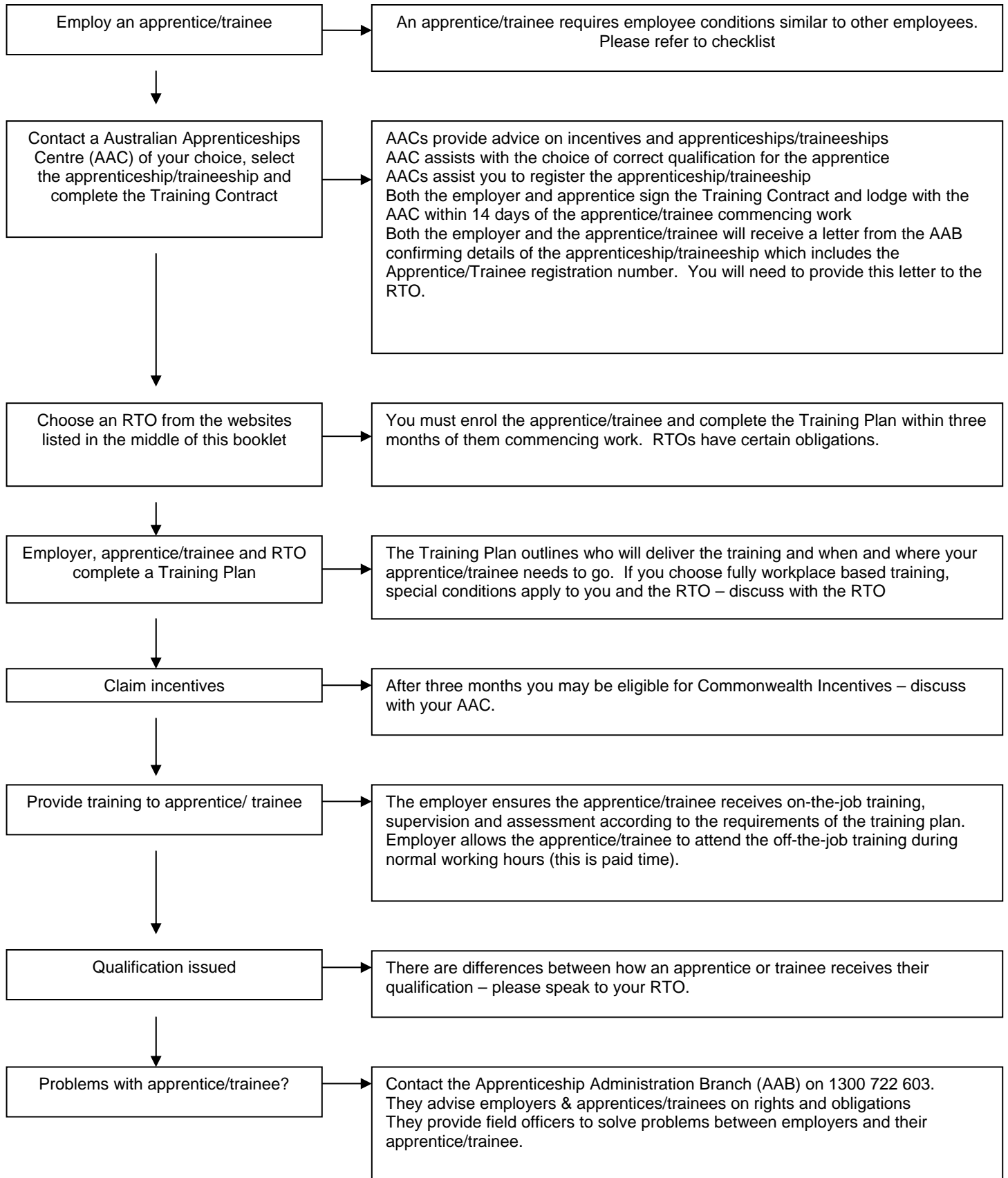
- meet legal obligations
- provide a safe working environment
- support the structured training
- ensure the apprentice/trainee is enrolled at an RTO with Training Plan completed within three months of commencing work
- allow the RTO access to the apprentice/trainee for training and assessment
- provide appropriate supervision and support
- **allow the apprentice/trainee to attend the off-the-job training during normal working hours (this is paid time)**
- advise apprentices/trainees of their rights and responsibilities
- pay the apprentice/trainee the agreed wage and inform apprentice/trainee of the terms and conditions of employment
- make sure your apprentice/trainee is covered by a WorkCover policy – contact your **WorkCover Insurer**
- arrange for superannuation payments for your apprentice/trainee to be paid into a superannuation fund – Contact **Superannuation Guarantee Hotline** on 131 020
- Notify the AAC or STA within 5 working days if the apprentice/trainee ceases employment.

Apprentice/Trainee

- commit to work and training responsibilities
- participate in developing a Training Plan
- maintain a record of training.

WHAT TO DO – AT A GLANCE

TO EMPLOY AN APPRENTICE OR TRAINEE



INTRODUCTION

What is an apprenticeship/traineeship?

An apprenticeship/traineeship is a training contract between an employer and an employee, in which the employer provides training and the apprentice/trainee learns the occupation/trade.

Apprenticeships include both traditional trade apprenticeships and traineeships.

Apprentices/trainees must be at least 15 years of age and may already hold a qualification. There is no maximum age.

Training can be developed to suit the specific needs of your business. It may be totally workplace based or combine work and off-the-job. Apprentices/trainees can be employed on a full time or part time basis (subject to appropriate industrial relations arrangements being in place). When all competencies have been achieved, your apprentice/trainee gains a nationally recognised qualification.

To Employ an Apprentice/Trainee

Choose an apprenticeship/traineeship by reviewing the list available (in this booklet).

- ↳ advertise at a **JobNetwork member**. Call the New Apprenticeships Hotline on 13 38 73
- ↳ advertise in the **Situations Vacant** column in newspapers
- ↳ advertise on the **national jobs database** by calling 131 715
- ↳ approach **school careers counsellors**
- ↳ approach **Industry Training Companies or Employer Associations**;
- ↳ approach **Group Training Organisations**. Contact **Group Training Australia** on (03) 9639 3955 or 1800 819 747.

Wages and conditions of employment

Apprentice/trainee wages vary according to years of school completed, years of training, the type of apprenticeship/traineeship and the industry or job. Treat the apprentice/trainee the same as all other employees.

Contact the WorkChoices Infoline on 1300 363 264.

Occupational Health and Safety

Health and safety at work is vital, particularly for apprentices/trainees. Every workplace has specific health and safety requirements that must be applied by legislation. Occupational health and safety must start on day one.

A good workplace will:

- provide a safe workplace free from verbal, physical, racial and sexual abuse
- have an Occupational Health and Safety Policy
- conduct an induction program for apprentices/trainees
- display relevant warning signs in appropriate positions in the workplace
- perform regular workplace safety checks

Make sure your apprentice/trainee can:

- perform tasks safely
- handle all equipment, machinery and dangerous products, such as chemicals, safely
- identify and report any potential risks
- use safety equipment such as gloves, clothing, masks, boots and glasses.

Contact WorkSafe Victoria a Division of the Victorian WorkCover Authority on 1800 136 089.

Apprentice/Trainee Accommodation Allowance

Apprentices/trainees registered under a current training contract (not applicable for existing trainees) may be entitled to an accommodation allowance if they:

- are attending an RTO that has a contract to deliver structured training on behalf of the Victorian Skills Commission; and
- are attending consecutive days of training at the location of the RTO such that, given the distance between the RTO and the apprentice's/trainee's residence, it would be impractical to return home and then return to the RTO for training the next day.

The apprentice/trainee must complete the appropriate claim form and have the private RTO endorse their attendance at the training program on the nominated dates. If they attend a Government TAFE Institute they can claim directly through the student services area of the TAFE.

From 1st July 2006, the accommodation allowance is \$25 per night for all years of training.

Payment is available to a maximum of five nights per week.

For further information please contact the Apprenticeship Administration Branch on 1300 722 603

The Victorian Government does not provide funds for travel except in special circumstances where the apprentice/trainee may have to travel interstate for training.

Part Time Apprenticeships And Traineeships

All new and existing Apprenticeships and Traineeships are available on a part time basis with employers and apprentices able to nominate the proposed duration of the Training Contract, subject to maximum periods.

Where the nominal full time duration of the Training Contract is two years or less, the maximum duration of a part time Training Contract is three years. Where the nominal full time duration of the Training Contract is greater than two years and up to four years, the maximum duration of a part time Training Contract is six years.

Subject to any minimum duration that may be specified in an Approved Training Scheme, the employer and apprentice can specify a duration less than the maximum. Completion will be available earlier than the specified duration if all competencies have been attained and an extension to the maximum duration can be mutually agreed if all required competencies have not been attained.

All Approved Training Schemes are available on a part time basis subject to there being a suitable industrial arrangement in place. In effect the employer will be either:

- covered by an Award/ Australian Pay and Classification Scale with suitable provisions;
- party to an Australian Workplace Agreement or Collective Agreement with suitable provisions; or

- covered by the minimum terms and conditions as outlined in the Standard and part 21 of the Workplace Relations Act.

The onus is on the employer to establish that this is the case and to certify to such on the Training Contract.

The apprentice/trainee must be employed and paid for a minimum of 15 hours per week (including structured training) which may be averaged over a 1, 2 or 4 week cycle.

Additional flexibility is available for secondary school students undertaking apprenticeships or traineeships. Two different types are available-

- 1) Where the secondary school principal (or delegate) has endorsed the training plan to be undertaken, or
- 2) Where the secondary school principal (or delegate) has endorsed the training plan to be undertaken, and the employment and structured training has been timetabled as a component of the student's Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL) studies.

This means that all Apprenticeships and Traineeships can also be undertaken as school based programs, subject to the availability of suitable industrial arrangements. Arrangements are in place by the Victorian Curriculum and Assessment Authority (VCAA) to support any apprentice or trainee obtaining credit into their VCE or VCAL program.

A summary of the arrangements is contained within the following table

	Part time apprentice/trainee & school student	School based apprenticeships and Traineeships (SBATs)	Integrated SBATs
	A senior school student undertaking a part time apprenticeship or traineeship outside of school hours	A senior school student undertaking a part time apprenticeship or traineeship outside of school hours or a combination of both	A senior school student undertaking a part time apprenticeship or traineeship partially in school hours
Minimum hours	15 hours per week averaged over 1,2 or 4 week cycle.	15 hours per week averaged over duration of training contract.	15 hours per week (over 2 years) or 10 hours per week (over 3 years) averaged over duration of training contract.
School authorisation	Not required	Required – The student's school has endorsed the training plan. Note- The plan should be completed within 2 months of training contract commencing.	- Required – The student's school has endorsed the training plan. Note- The plan should be completed within 2 months of the training contract commencing. - At least one day per week must be timetabled to be spent on the job or in training during the normal school week. - Required – School endorsement OTTE "school endorsement form" OTTE administers integrated status upon receipt of OTTE form signed by the secondary school confirming the above arrangements.
10 hr minimum flexibility	No	No	Yes
Credit into VCE or VCAL	The student is eligible to receive VCE or VCAL credit for the vocational training but may not be seeking credit.	The student is eligible to receive VCE or VCAL credit for the vocational training	The student is eligible to receive VCE or VCAL credit for the vocational training
Training Contract	Responds Yes to Q18 Responds No to Q19	Responds Yes to Q18 Responds Yes to Q 19	Responds Yes to Q18 Responds Yes to Q 19
'Cap free' status (private RTO only)	No	No	Yes. Not counted towards an RTOs entitlement under Apprenticeship/Traineeship training Program funding arrangement with OTTE

Employment periods not counted towards existing worker status for the purposes of Commonwealth incentives, or State funding or incentives

Existing Employees

Existing employees are those who have been working with the employer:

- for more than twelve months within the two year period prior to commencing the current training contract; and
- as a full time employee for more than 3 months in total during the above 12 month (or more) period of employment; and
- under more than one training contract where the time elapsed between any two of the training contracts has exceeded three months.

Please note: time employed while attending a secondary school as a full time student or as an active and registered participant in the Community Jobs Program is not taken into consideration when calculating the above terms of employment.

The Victorian Government provides funds for the training of:

- existing worker **apprentices** who entered into a training contract after 1 July 2006 except where an apprentice who commenced a Training Contract prior to 1 July 2006 which is subsequently cancelled or withdrawn, and then enters into a new training contract on or after 1 July 2006 with the same employer.

The Victorian Government provides does **not** provide funds for the training of existing worker **trainees** entering a training contract.

Employers who commence existing workers in a training contract are generally eligible for Commonwealth Government incentives where the nominal duration of the training contract is 24 months or more and the existing employee is commencing a Certificate III or IV qualification.

For enquiries, call the Apprenticeship Administration Branch on (03) 1300 722 603.

Workcover Benefits

Employers who employ one or more apprentice and/or trainee must have a WorkCover Insurance Policy in place.

Some apprentice and trainee remuneration is exempt from WorkCover Injury Insurance. WorkCover exemptions generally apply to new entrants to the workforce. A new entrant is generally defined as having been employed for less than three months full time, 12 months part time, or, on a casual basis, prior to entering the training contract.

These exemptions also apply to consecutive training contracts with current and former employers provided the time between any two contracts is less than three months.

However, from 1 July 2005 new entrant trainees whose level of remuneration is greater than \$30,000 per annum are no longer eligible for this exemption. Additionally, where a labour hire firm on-hires a trainee to a client that has previously employed that trainee the remuneration is only exempt where specific criteria are met.

For more details contact your Victorian WorkCover Agent or visit www.worksafe.vic.gov.au

Registration Process

Contact AAC and complete training contract.

AAC will process training contract.

Both the employer and the apprentice/trainee must sign the contract.

Return the contract to a AAC and provide a copy of the signed contract to the apprentice within 14 days of the apprentice/trainee commencing work.

AAB sends information to employer and apprentice/trainee to confirm registration of training contract.

Enrol the apprentice at the RTO **within 3 months** of the apprentice/trainee commencing work.

Enrol the Apprentice/Trainee

Choose a Registered Training Organisation (RTO).

<http://qftp.otte.vic.gov.au/qftp/tims/attp/applications/search.asp>
or
<http://www.ntis.gov.au>

If your chosen RTO is not on the website list, it is unlikely that government funded training is available. Training could be conducted under fee for service arrangements. Alternatively you may wish to select another RTO who can provide government funded training for your apprentice/trainee. If your business is seeking to be a RTO please contact (03) 9637 2762

Training Plan

Within three months of the apprentice/trainee commencing employment and prior to commencing training the RTO together with the employer and apprentice/trainee must discuss and agree upon a suitable Training Plan. The Training Plan outlines who will deliver the training and when and where your apprentice/trainee needs to go.

The Training Plan must also be signed by the secondary school representative if the apprentice/trainee is a school based New Apprentice.

Treat the Training Plan as a working document. A plan is a flexible document – talk to your RTO at any stage during the training.

The Training Plan must include, at least, the following:

- competencies to be obtained
- time frame for achieving competencies
- training to be undertaken
- delivery modes to be employed
- details (when, how & how much) of the time allocated outside routine work duties for structured training
- who is responsible for the delivery and/or assessment of each competency
- assessment details and arrangements
- record of RPL and cross credit hours granted
- name of qualification to be issued and
- any other specific requirements to be met in accordance with the Training Contract
- **ensure all apprentices/trainees undertaking workplace training at AQF levels 3 and above are withdrawn from routine work duties for a minimum of three hours per week, averaged over a four week cycle for the purpose of undertaking structured training/learning activities (pro rata for part time)**
- **ensure all apprentices/ trainees undertaking workplace training at AQF levels 1 and 2 are withdrawn from routine work duties for a minimum of 1.5 hours per week, averaged over a two month cycle for the purpose of undertaking structured training/learning activities. This release must occur periodically.**
- the training undertaken during the period of release must include a focus on the compliance and regulatory units and the units concentrating on generic skills. Up to 40 hours of this training may be transferred, to be delivered in one or more blocks during the first three months of the training program.
- if the apprentice/trainee is to receive **off-the-job training** at an RTO, you must allow the apprentice/trainee to attend training classes (this is paid time).

Pre Training Review

Conduct for each apprentice/trainee a Pre Training Review of current competencies including literacy and numeracy skills. The purpose is to avoid duplication of competencies already acquired and to ascertain that the proposed learning strategies and materials are appropriate.

Recognition of Prior Learning

At the request of the apprentice the RTO must undertake a RPL process to ascertain and record all competencies achieved as a result of prior work and life experiences (informal training). These competencies should not be included in the structured training delivered under the Training Contract.

Workplace Based Training Standards

The RTO will be accountable for any structured training delivered and assessed in the workplace by the workplace supervisor/employer and must have processes in place to ensure the quality of the training outcomes (refer to the Workplace Based Training Minimum Compliance Standards in the current ATTP Performance Agreement).

To support and quality assure workplace based training, the RTO must, if any or all modules/competencies are delivered and assessed in the workplace:

- in addition to the Pre Training Review make a minimum of four (4) face to face visits per training year verified by the signature of the employer/ workplace supervisor and dated;
- make monthly contact by either e-mail, fax or phone with both the apprentice/trainee and the workplace supervisor to gain feedback on the support provided to date, and to record training hours completed and competencies gained in the previous month
- ensure, where the qualification is at the AQF Level 3 or above that the apprentice/trainee is withdrawn from routine work duties for a minimum of three hours per week (pro rata for part time apprentices/trainees) for structured training, averaged over a 4 week cycle. (This should be recorded by a workplace log signed weekly by the workplace supervisor or a trainee record book or timesheet and by the RTO as part of the monthly contact log)
- quality assure and validate workplace based assessments.

Tuition Fees and Charges

All RTOs charge tuition fees. A charge may also be made for tools, student services and amenities, and take-home goods.

In 2007, there is a minimum fee payable of \$53 and a maximum fee payable of \$860 per year. Tuition fees and other charges are generally paid by the student, however, certain industrial awards provide for fees and other charges to be paid by employers. Students should check with their employer prior to enrolment.

For students experiencing difficulty with payment of fees and other charges, student loans may be available at most TAFE Institutes.

Fee concessions and exemptions are also available. Eligibility for concession includes students holding a Health Care Card (including low-income cards). Full details on concessions, exemptions and refunds can be obtained from the RTO you choose to attend. To find out about Health Care Cards contact Centrelink on 131 021 or www.centrelink.gov.au.

RTO fees and charges are subject to change. For the most current details please inquire at your RTO or visit <http://gftp.otte.vic.gov.au/gftp/ATTP/FeesandCharges2007.asp>

What should I expect from my RTO

- conduct a Pre Training Review
- undertake a Recognised Prior Learning (RPL) process if appropriate or requested by the apprentice/trainee, to identify and record all competencies achieved as a result of prior work and life experiences
- develop a training plan in association with the employer and apprentice/trainee within three months of the apprentice/trainee commencing employment
- complete an enrolment and apply the required fees and charges, as per the Fees and Charges Policy
- commence training specified on the Training Contract within one month of signing the Training Plan
- monitor and record training progress against the Training Plan, at least, monthly
- make all reasonable provisions for the apprentice/trainee to achieve all competencies required for the structured training identified in the approved training scheme within the term of the Training Contract.

RTO Responsibilities upon the Completion of Training

- issues the qualification to **trainees** when all competencies of the structured training have been achieved & the employer has returned a written sign off of the trainee's competency as an employee in the workplace. This completes the Training Contract.
- issues the qualification to **apprentices** when all the competencies of the structured training have been achieved. This does not conclude the Training Contract. The AAB will forward a letter to the employer two weeks prior to the nominal completion date seeking confirmation of the completion of the Training Contract. Alternately, the employer and apprentice may apply to the AAB for early completion of the Training Contract once the apprentice has reached competency.

Work Problems

Sometimes, an apprentice/trainee does not fulfil their work or training commitments. If this occurs, discuss these problems with your apprentice/trainee. Make notes about the discussion and ask the apprentice/trainee to sign it as proof the discussion took place and assurance that their performance will improve.

If the disagreement is about the dismissal of your apprentice/trainee, refer to the conditions applying to the apprenticeship/traineeship in the CONDITIONS section. If the disagreement is about wages, contact the WorkChoices Infoline on 1300 363 264. OTTE can't assist with these disputes.

If the problems continue, contact an apprenticeship field officer (AFO) at the AAB on (03) 1300 722 603.

Apprentice is unhappy at Work or Study

If your apprentice/trainee is being bullied, harassed, discriminated against or exploited in the workplace, it is your legal responsibility to immediately take action to remedy the situation. Failure to do so could result in the OTTE withdrawing approval for you to train apprentices. You could also face prosecution under WorkCover legislation.

If it is occurring during off-the-job training, you may be able to offer the apprentice/trainee support.

Apprentices/trainees can also contact the student counsellors at the RTO where they are enrolled.

AFOs can provide the apprentice/trainee with support and advice. Contact the AAB on (03) 1300 722 603.

FINANCIAL INCENTIVES

State Government

PAYMENT TYPE	Trainees (Set Two level of VET Regulation)	Apprentices (Set One level of VET Regulation)
WorkCover exemption*	Yes	Yes
Completion Bonus is available to employers of 3 or more apprentices/trainees (under 25)	\$650 when commencement date is prior to 1 July 2003 or \$1300 when commencement date is after 1 July 2003	\$1200 when commencement date is prior to 1 January 2002 or \$2300 when commencement date is between 1 January 2002 and 31 December 2002 or Progress payment of \$1750 when commencement date is after 1 January 2003 - 12 months prior to nominal completion date plus \$1750 on completion

*Refer section titled 'WorkCover'

Apprenticeships Traineeships in Victoria

Summary of the Australian Government Australian Apprenticeships Incentives Programme - From 1 July 2006

Australian Government Incentives	Amount Awarded	The following summarises the Australian Government Australian Apprenticeships Incentives regime for all Australian Apprentices. Payment of incentives will be subject to employers and their Australian Apprentices satisfying eligibility criteria as set out in the Australian Government <i>Australian Apprenticeships Incentives Programme Guidelines</i> . Contact your Australian Apprenticeships Centre for further information on Australian Government Incentives.
Standard Commencement	\$1,250	incentive for an employer commencing a Australian Apprentices in Certificate II Training
	\$1,500	incentive for an employer commencing a Australian Apprentices in Certificate III or IV Training
Incentives for other qualifications		Selected Diploma and Advanced Diploma qualifications are eligible to attract \$1,500 standard commencement and \$2,500 standard completion employer incentives and personal assistance. More information is available from your Australian Apprenticeship Centre.
Innovation – Special Commencement	\$1,100	special incentive for employing a Australian Apprentices in an eligible innovation training package qualification at the Certificate III or IV level.
School-Based Australian Apprenticeships – Additional Commencement	\$750	additional incentive for employing a Australian Apprentices in an endorsed School-Based Australian Apprenticeship at Certificate II to IV level.
Rural and Regional Skills Shortages – Special Commencement	\$1,000	special incentive for Rural and Regional Australian Apprenticeships where the Australian Apprentices commences Certificate III or IV training in an occupation identified as experiencing skill needs in a non-metropolitan area.
Declared Drought Area – Additional Commencement	\$1,500	additional incentive for employers holding a current Exceptional Circumstances Drought Area certificate, employing Certificate II Australian Apprentices
Mature Aged Worker – Special Commencement	\$750	special incentive for an employer commencing an eligible Certificate II to IV level Australian Apprentices who is a disadvantaged person aged 45 years or more. Contact your Australian Apprenticeships Centre for further information.
Standard Recommencement	\$750	incentive for employers recommencing out-of-trade Certificate III or IV Australian Apprentices.
Australian School-Based Australian Apprenticeship Retention	\$750	incentive for an employer continuing to employ a Certificate II to IV level School-Based Australian Apprentices after the student has completed Year 12.
Standard Completion	\$2,500	Employers of Australian Apprentices who successfully complete Certificate III an IV may be eligible to receive 25%, 50%, 75% or 100% of the \$2,500 incentive.
Declared Drought Areas – Special Completion	\$1,500	special incentive for employers on the successful completion of eligible Certificate II Australian Apprentices who attracted a Declared Drought Areas additional commencement incentive.
Mature Aged Worker – Special Completion	\$750	special incentive for an employer on the successful completion of a Certificate II to IV level Australian Apprentices who attracted a Mature Aged Worker special commencement incentive.
Commonwealth Trade Learning Scholarship	2 x tax exempt payments of \$500	Provided by The Commonwealth Trade Learning Scholarship to eligible Australian Apprentices undertaking qualifications in the skill needs trades. The Scholarship is paid to Australian Apprentices after they complete the first 12 and 24 months full-time (or full-time equivalent) employment in their Australian Apprenticeship.
Living Away From Home Allowance (LAFHA)	Australian Apprentices may be eligible for up to twelve months of LAFHA (at varying rates shown below) if the Certificate II or IV level Australian Apprentices had to move away from the parental/guardian home to commence or remain in an Australian Apprenticeship or is homeless. Your Australian Apprenticeships Centre can provide more information on LAFHA and the appropriate application form	
	\$77.17 per week	First Year
	\$38.59 per week	Second Year
	\$25.00 per week	Third Year
Further Australian Government Assistance Available for Australian Apprentices	\$800 towards Trade Tools	The Tools For Your Trade Initiative provides assistance with the purchase of trade tools for eligible Australian Apprentices. More information is available from your Australian Apprenticeships Centre
		Australian Apprentices may be eligible for Youth Allowance (including Austudy for over 25s and ABSTUDY). More information is available from Centrelink on 13 36 33
Assistance for Australian Apprentices with a Disability		The programme provides additional assistance to eligible employers who employ a Certificate II to IV level Australian Apprentice with a disability. Assistance may include a wage support payment, tutorial, interpreter and mentor services. More information is available from your Australian Apprenticeship Centre.
Group Training Organisations – Special Completion	\$1,000	Special incentives for Group Training Organisations that support Australian Apprentices to complete a Certificate II Australian Apprenticeship

From 1st January 2006, GST is no longer payable on Australian Apprenticeships employer incentives.

If properly completed – these will be automatically processed without the GST component. There will be no net reduction in the amount an employer will receive as a result of this change.

Waiting periods – There is a three month waiting period before an employer can apply for an Australian Government Commencement Incentive for an Australian Apprentice. The Apprenticeship / Traineeship Training Contract must be formally approved. The Australian Apprentice must be still employed by the same employer and must have commenced training in accordance with the approved Training Program. The employer should submit a claim to the Australian Apprenticeship Centre at the end of the three month waiting period, and within the required time limit. Further information on waiting periods and time limits can be obtained from your Australian Apprenticeship Centre.

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TRAINING TIPS

Good Training means:

- demonstrating & explaining how jobs are done
- allowing time for the apprentice/trainee to practise
- watching, coaching, motivating and correcting
- providing variety in training where possible.

Supervision and monitoring – the workplace coach

Be active in monitoring and managing the training. Nominate a workplace supervisor and/or a coach/mentor to the apprentice/trainee.

It's a good idea to assign the apprentice/trainee to someone who will:

- take a personal interest in their development and be a good role model
- communicate well and develop a rapport
- provide feedback and progress reports.

The booklet '[So You're a Workplace Coach](#)' explains the role of workplace coach and provides useful tips.

How much supervision?

Apprentices/trainees require appropriate levels of supervision. The National Code of Good Practice outlines your responsibilities to provide appropriate levels of supervision for your apprentice/trainee.

To determine the appropriate level of supervision required consider the:

- level of training being undertaken
- industry you belong to, your workplace

- equipment & methods you use for work and training
- health and safety regulations for your workplace.

Variety in Training

Variety builds confidence and enables the apprentice/trainee to apply their skills in different situations. If your organisation is highly specialised, consider employing the apprentice/trainee through a Group Training Organisation so placements in other organisations can occur.

Encourage and correct

Provide feedback to your apprentice/trainee.

Feedback will help you:

- provide a measure of progress and success
- fine tune the apprentice's/trainee's skills
- motivate the apprentice/trainee to perform better.

Regular progress reports

Things you can do to monitor and manage include:

- contacting the RTO for feedback
- ensuring regular contact with the workplace coach or supervisor and apprentice/trainee.

Where to next?

Review and evaluate the training process. Consider:

- did the outcomes of the training fit with your reasons for training?
- what worked? what didn't work?
- what would you do differently next time?
- can the apprentice/trainee progress to the next certificate level?

CHOOSING AN RTO (USER CHOICE)

When can you deliver the training?

Does this fit with your work schedules?

How much flexibility is there with training times?

Where is the training conducted?

Can the apprentice/trainee get to this location with ease?

Can you offer all the units of competency relevant to my organisation's training needs?

Which qualification best suits your organisation and training needs?

Which units from the qualification are important for your organisation?

Who will assess the apprentice/trainee?

Who is the qualified assessor?

What role will you play in assessment?

What training do I have to provide in the workplace?

How will I do this?

Who will train and supervise?

Will production schedules, timelines and peak periods interfere with this?

How much class work will the apprentice/trainee need to complete/attend?

Is this enough?

Are there self-paced materials for the apprentice/trainee?

Can the apprentice/trainee cope with self-paced learning?

Who will monitor completion?

Do you provide a training record book for the apprentice/trainee?

How will this be used?

What is my responsibility with regard to the training record?

What progress and monitoring support do you provide?

How often would I like feedback and progress reports on my apprentice/trainee?

Will you provide me with a detailed Training Plan?

What details do I need to include in the Training Plan?

What assistance do you provide if my apprentice/trainee has problems with reading, writing or maths?

What level of reading, writing and maths is required on the job?

Does the RTO take this into account when designing the teaching and learning materials?

CHOOSING AN APPRENTICESHIP/TRAINEEESHIP

From the available **Racing/Veterinary** apprenticeships/traineeships choose the one you want your apprentice to undertake. Note the duration, probationary period and conditions that apply. STPs (**available at the back of this booklet**) are examples of training plans your apprentice could complete.

Column 1	Name of apprenticeship/traineeship course
Column 2	Maximum duration on a full-time, and where available, a part-time basis*
Column 3	Minimum Workplace Training Component (hours per week) For SBATs**** and Other Australian Apprenticeships
Column 4	Relevant probationary period – full time/part time
Column 5	Whether Apprenticeship (A) or Traineeship (T) conditions apply (see Conditions below list of qualifications for an explanation under Conditions)
Column 6	State Training Wage (either A, B or C) to quote to WorkChoices Infoline for wage queries N/A (i.e. not applicable) means the apprenticeship/traineeship wage is award or industry sector based

Table 1 – Racing

Column 1	2	3	4	5	6
RGR20102 Certificate II in Racing (Stablehand)	12 / 36	10 / 15	30 / 91	T	C
RGR20202 Certificate II in Racing (Greyhound Owner Trainer)	12 / 36	10 / 15	30 / 91	T	C
RGR30102 Certificate III in Racing (Trackrider)	24 / 36	10 / 15	30 / 91	T	C
RGR30202 Certificate III in Racing (Advanced Stablehand)	24 / 36	10 / 15	30 / 91	T	C
RGR30302 Certificate III in Racing (Harness Owner Trainer) #	24 / 36	10 / 15	30 / 91	T	C
RGR30402 Certificate III in Racing (Harness Driver)	36 / 72	10 / 15	91 / 91	T	C
RGR30502 Certificate III in Racing (Greyhound Trainer)	18 / 36	10 / 15	30 / 91	T	C
RGR40102 Certificate IV in Racing (Thoroughbred Owner Trainer)	36 / 72	10 / 15	91 / 91	A	N/A
RGR40202 Certificate IV in Racing (Jockey)	48 / 72	10 / 15	91 / 91	A	N/A
RGR40302 Certificate IV in Racing (Advanced Harness Driver)	48 / 72	10 / 15	91 / 91	A	N/A

#It should be noted that in Victoria the maximum number of hours that will be funded under this purchasing guide are limited to 780SCHs for two-year programs. The cost of additional training hours in order to complete the qualification are to be met from other sources.

Table 2 – Animal Care and Management

Column 1	2	3	4	5	6
RUV20104 Certificate II in Animal Studies	12 / 24	10 / 15	30 / 91	T	A
RUV30104 Certificate III in Animal Technology	24 / 48	10 / 15	30 / 91	T	A
RUV30204 Certificate III in Captive Animals	36 / 72	10 / 15	91 / 91	T	A
RUV30304 Certificate III in Companion Animal Services	36 / 72	10 / 15	91 / 91	T	B
RUV40104 Certificate IV in Animal Control and Regulation	36 / 72	10 / 15	91 / 91	T	A***
RUV40304 Certificate IV in Companion Animal Services	36** / 72	10 / 15	91 / 91	T	B***
RUV40404 Certificate IV in Veterinary Nursing**	36 / 72	10 / 15	91 / 91	T	A***

Table 3 – Non Training Package Courses

Column 1	2	3	4	5	6
21677VIC Certificate III in Farriery	48 / 72	10 / 15	91 / 91	A	N/A
21568VIC Certificate IV in Animal Welfare (Regulations)	36** / 72	10 / 15	91 / 91	T	C***

*Part time apprenticeships/traineeships are available only where appropriate industrial relations arrangements are in place.

If the employer is respondent to a federal award, call the WorkChoices Infoline on 1300 363 264 to check that appropriate industrial arrangements are in place for the apprenticeship/traineeship.

**Maximum durations assume that the apprentice/trainee has not gained a lower level qualification prior to entering the training contract. For example: If a full time apprentice/trainee entered a Certificate III after gaining a Certificate II, then the duration of the training contract would be substantially shorter than the maximum listed above. The time for the negotiated band of selected units would be incorporated into the Training Contract signed by the apprentice/trainee, employer and RTO.

***Trainees undertaking an AQF IV traineeship shall receive the relevant weekly wage rate for the AQF III trainees at Wage Levels A, B or C as applicable with the addition of 3.8 per cent of that wage rate.

****SBAT means Integrated School Based Apprenticeship and Traineeship

Conditions

Apprenticeships

- The apprentice and employer must both agree to cancel the training contract. They must also mutually agree to change the provisions of the training contract.
- If the employer and apprentice are unable to agree mutually on suspension or cancellation, the permission of the Office of Training and Tertiary Education (OTTE) is required to suspend or cancel the training contract. Permission is dependent on the employer's circumstances. If the training contract is cancelled, a Group Training Organisation may assist with the continuing employment of the apprentice.
- If the apprentice wants to leave the apprenticeship but the employer does not agree, or the apprentice alleges unfair dismissal, OTTE may hold a hearing to resolve the dispute. An OTTE delegate then decides how the disagreement should be resolved.
- If the business an apprentice is working for is sold, the apprenticeship is considered part of the business and **must** be continued by the new employer.

Traineeships

- The apprentice/trainee or employer can cancel the training contract by giving notice in accordance with the relevant award or employment agreement.
- If the employer has a lack of business, the employer can suspend or cancel a training contract. In these circumstances, a Group Training Organisation may assist with the continuing employment of the apprentice.
- If the apprentice wants to leave the traineeship but the employer does not agree, or the apprentice alleges unfair dismissal, contact WorkChoices Infoline on 1300 363 264. OTTE cannot hold a hearing to resolve these disputes.
- If the business an apprentice is working for is sold, the new owner does not have to continue the traineeship.

Duration

The duration of an apprenticeship/traineeship can be varied by agreement between the apprentice/trainee and employer. This can be done at any time during the apprenticeship/traineeship.

Probation

During the probationary period, a training contract can be cancelled by either the employer or apprentice/trainee by giving notice under the relevant award or employment agreement.

Downturn of Business

If you have been getting less business, you can ask your apprentice/trainee to work fewer days a week until business picks up. The apprentice's/trainee's wages may be adjusted accordingly. You must continue to pay the apprentice/trainee for off-the-job training attendance. However a minimum of 15 hours per week of employment and/or training must be provided

If you cannot afford to keep your apprentice, refer to the conditions applying to the apprenticeship in the CONDITIONS section.

Sale of Business

If you sell your business, refer to the conditions applying to the apprenticeship in the CONDITIONS section

RELATED OCCUPATIONS

Racing & Veterinary Apprenticeships/Traineeships	Related Occupations
Certificate II in Racing (Stablehand)	Stablehand
Certificate II in Racing (Greyhound Owner Trainer)	Greyhound Owner Trainer
Certificate III in Racing (Trackrider)	Trackrider
Certificate III in Racing (Advanced Stablehand)	Advanced Stablehand
Certificate III in Racing (Harness Owner Trainer)	Harness Owner Trainer
Certificate III in Racing (Harness Driver)	Harness Driver
Certificate III in Racing (Greyhound Trainer)	Greyhound Trainer
Certificate IV in Racing (Thoroughbred Owner Trainer)	Thoroughbred Owner Trainer
Certificate IV in Racing (Jockey)	Jockey
Certificate IV in Racing (Advanced Harness Driver)	Advanced Harness Driver
Certificate II in Animal Studies	Animal Attendant – Veterinary Clinic Animal Attendant – Animal Shelter Animal Care Attendant
Certificate III in Animal Technology	Animal Laboratory Technician
Certificate III in Captive Animals	Sanctuary Worker
Certificate III in Companion Animal Services	Pet Shop Worker Aquarium Worker (or Aquarium and Pet Shop Worker)
Certificate IV in Animal Control & Regulation	Animal Control Officer
Certificate IV in Companion Animal Services	Pet Shop Manager Specialist Pet Shop Manager Animal Groomer
Certificate IV in Veterinary Nursing	Animal Care Attendant - Veterinary Clinic

REGISTERED TRAINING ORGANISATIONS

To access details of registered training organisations offering training for apprenticeships and traineeships, go to:

<http://gftp.otte.vic.gov.au/gftp/tims/attp/applications/search.asp>

or

<http://www.ntis.gov.au>

Choose an RTO to enrol your apprentice with from these databases. If your chosen RTO is not on the website list, it is unlikely that government funded training is available. Training could be conducted under fee for service arrangements. Alternatively you may wish to select another RTO who can provide government funded training for your apprentice/trainee.

Or apply for your business to become an RTO by calling (03) 9637 2762.

SAMPLE TRAINING PROGRAMS

Some typical sample training programs (STPs) for qualifications in this industry are shown below. They are examples only as most qualifications contain a mixture of core (compulsory) and elective units. Your training plan should fully detail all units to be delivered and detail the assessment arrangement.

<p>CERTIFICATE II IN RACING (STABLEHAND) Appropriate for a person working as a stablehand in either the thoroughbred or standardbred racing industry. Core Units Apply Occupational Health & Safety procedures in horse codes Handle horses safely Work effectively in the thoroughbred or standardbred code of the racing industry Care for horses Elective Units Perform basic riding or driving tasks</p>	<p>CERTIFICATE II IN RACING (GREYHOUND OWNER TRAINER) Appropriate for a greyhound owner/trainer who is following known routines in the safe handling and control of the greyhound under race and trial conditions. Core Units Apply Occupational Health & Safety procedures in horse codes Handle greyhounds safely Work effectively in the greyhound code of the racing industry Care for greyhounds Elective Units Maintain greyhounds in a healthy state and safe environment Apply principles of basic anatomy and physiology to greyhounds</p>	<p>CERTIFICATE III IN RACING (TRACKRIDER) Appropriate for a person employed to exercise thoroughbred horses on the instruction of a trainer. Pre-requisite units Perform basic riding or driving tasks Apply occupational health and safety procedures in horse codes Handle horses safely Work effectively in the thoroughbred or standardbred code of the racing industry Care for horses Core Units Oversee safe handling of horses Apply principles of basic anatomy and physiology to horses Ride or drive horses at track work Elective Units Maintain horses in a healthy state and safe environment Assess health and first aid for standardbreds or thoroughbreds</p>
<p>CERTIFICATE III IN RACING (ADVANCED STABLEHAND) Appropriate for an advanced stablehand (or stable foreman) who is in charge of daily operations in a thoroughbred or harness racing stable. Pre-requisite units Apply occupational health and safety procedures in horse codes Handle horses safely Work effectively in the thoroughbred or standardbred code of the racing industry Care for horses Core Units Oversee safe handling of horses Apply principles of basic anatomy and physiology to horses Lead and coordinate personnel effectively in the racing industry Maintain horses in a healthy state and safe environment Determine nutritional requirements for standardbreds or thoroughbreds Assess health and first aid for standardbreds or thoroughbreds Elective Units Perform basic riding or driving tasks</p>	<p>CERTIFICATE III IN RACING (HARNESS OWNER TRAINER) Appropriate for person who trains harness horses for races, trails and exercise workouts, generally involving a small number of horses owned by the trainer and prepared for racing as a non-commercial trainer in restricted events. Pre-requisite units Apply OH&S procedures in horse codes Handle horses safely Care for horses Core Units Oversee safe handling of horses Apply principles of basic anatomy and physiology to horses Lead and coordinate personnel effectively in the racing industry Maintain horses in a healthy state and safe environment Determine nutritional requirements for standardbreds or thoroughbreds Assess health and first aid for standardbreds or thoroughbreds Elective Units Plan training and racing programs for standardbreds or thoroughbreds Train and race standardbreds or thoroughbreds</p>	<p>CERTIFICATE III IN RACING (HARNESS DRIVER) Appropriate for a driver in the standardbred racing industry. Pre-requisite units Perform basic riding or driving tasks Apply occupational health and safety procedures in horse codes Handle horses safely Work effectively in the thoroughbred or standardbred code of the racing industry Care for horses Core Units Oversee safe handling of horses Apply principles of basic anatomy and physiology to horses Ride or drive horses at track work Assess health and first aid for standardbreds and thoroughbreds Develop a personal financial plan Assess health and first aid for standardbreds or thoroughbreds Elective Units Determine nutritional requirements for standardbreds or thoroughbreds Plan training and racing programs for standardbreds or thoroughbreds</p>

<p>CERTIFICATE III IN RACING (GREYHOUND TRAINER)</p> <p>Appropriate for person who operates a greyhound training business and is registered as a public trainer to train greyhounds for outside owners and syndicates.</p> <p>Pre-requisite units</p> <p>Apply occupational health and safety procedures in horse codes Handle greyhounds safely Work effectively in greyhound code of the racing industry Care for greyhounds</p> <p>Core Units</p> <p>Maintain greyhounds in a healthy state and safe environment Apply principles of basic anatomy and physiology to greyhounds Determine nutritional requirements for greyhounds Assess health and first aid for greyhounds Plan training and racing programs for greyhounds Manage the education of greyhounds Train and race greyhounds Evaluate training and racing programs of greyhounds Manage and perform administrative activities associated with racing greyhounds</p> <p>Elective Units</p> <p>Manage maintenance and security of a greyhound training establishment</p>	<p>CERTIFICATE IV IN RACING (THOROUGHBRED OWNER TRAINER)</p> <p>Appropriate for person who operates a business that trains horses that are owned by the trainer or the trainer's family for the purpose of competing in industry-regulated events.</p> <p>Pre-requisite units</p> <p>Apply occupational health and safety procedures in horse codes Handle horses safely Work effectively in the thoroughbred or standardbred code of the racing industry Care for horses Oversee safe handling of horses Apply principles of basic anatomy and physiology to horses Lead and co-ordinate personnel effectively in the racing industry Maintain horses in a healthy state and safe environment Determine nutritional requirements for standardbreds or thoroughbreds Assess health and first aid for standardbreds or thoroughbreds</p> <p>Core Units</p> <p>Plan training and racing programs for standardbreds or thoroughbreds Manage the education of standardbreds or thoroughbreds Train and race standardbreds or thoroughbreds Evaluate training and racing programs of standardbreds or thoroughbreds Manage and perform administrative activities associated with racing horses Manage maintenance and security of a training establishment Manage finances for a horse training establishment Manage staff and/or self for horse trainers</p> <p>Elective Units</p> <p>Manage and promote a training and racing business</p>	<p>CERTIFICATE IV IN RACING (JOCKEY)</p> <p>Appropriate for a professional person who works independently and contracts his/her riding services on a daily basis to compete in industry regulated competition in thoroughbred racing.</p> <p>Pre-requisite units</p> <p>Perform basic riding or driving tasks Apply occupational health and safety procedures in horse codes Handle horses safely Work effectively in the thoroughbred or standardbred code of the racing industry Care for horses Oversee safe handling of horses Apply principles of basic anatomy and physiology to horses Ride or drive horses at track work Maintain horses in a healthy state and safe environment</p> <p>Core Units</p> <p>Ride or drive horses in industry regulated competition Manage personal and business affairs Apply principles of sports science to jockeys</p> <p>Elective Units</p> <p>Implement the fundamental principles of sports psychology Provide information about the fundamental principles of eating for peak performance</p>
<p>CERTIFICATE IV IN RACING (ADVANCED HARNESS DRIVER)</p> <p>Appropriate for a professional person who works independently and contract his/her riding services on a daily basis to compete in industry regulated competition as a harness driver.</p> <p>Pre-requisite Units</p> <p>Perform basic riding or driving tasks Apply occupational health and safety procedures in horse codes Handle horses safely Work effectively in the thoroughbred or standardbred code of the racing industry Care for horses Apply principles of basic anatomy and physiology to horses Lead and coordinate personnel effectively in the racing industry Ride or drive horses at track work Maintain horses in a healthy state and safe environment Determine nutritional requirements for standardbreds or thoroughbreds Assess health and first aid for standardbreds or thoroughbreds Develop a personal financial plan</p> <p>Core Units</p> <p>Ride or drive horses in industry regulated competition Manage personal and business affairs</p> <p>Elective Units</p> <p>Plan training and racing programs for standardbreds or thoroughbreds Provide advice in order to meet current and anticipated client requirements</p>	<p>CERTIFICATE II IN ANIMAL STUDIES</p> <p>A prevocational qualification aimed for inclusion in VET in Schools program or entry point into the industry.</p> <p>Group A (Core) Units</p> <p>Work in the animal care industry* Follow OHS procedures in an animal care environment* Assist with general animal care* Provide food and water for animals* Participate in workplace communications*</p> <p>Group B) Units</p> <p>Carry out veterinary reception duties Carry out daily clinic routines Assist with food preparation</p> <p>Group B and/or C Units</p> <p>Provide basic first aid for animals Provide information on companion animals, products and services</p>	<p>CERTIFICATE III IN ANIMAL TECHNOLOGY</p> <p>Appropriate for a person operating at a junior or assistant level within a laboratory environment</p> <p>Group A (Core) Units</p> <p>Provide food and water for animals Participate in workplace communications Carry out institution containment and exclusion procedures Conduct euthanasia of research animals Monitor and maintain animal health and wellbeing Provide behavioural enrichment for research animals Carry out simple breeding procedures Work within an animal technology institution Prepare for and monitor anesthesia in animals Process and record data Perform aseptic techniques</p> <p>Group B and/or C Units</p> <p>Prepare working solutions Assist with general animal care Perform basic tests</p>

<p>CERTIFICATE III IN CAPTIVE ANIMALS Appropriate for a person operating at a pre-trade level and undertaking captive animal functions within a zoo, wildlife, theme park environment or wildlife shelter.</p> <p>Group A (Core) Units Carry out workplace OHS procedures Work within a captive animal institution Prepare and present information to the public Assist with collection management Prepare and maintain animal housing Prepare animal diets and monitor feeding Monitor and maintain animal health Capture, restrain and assist in moving animals Monitor animal reproduction Identify behavioural needs and implement improved husbandry</p> <p>Group B) Units Maintain exhibits and assist with their design Care for young animals</p> <p>Group B and/or C) Units Rehabilitate and release native wildlife Manage enclosures and exhibits</p>	<p>CERTIFICATE III IN COMPANION ANIMAL SERVICES Appropriate for a person operating within a companion animal organization working under supervision, but also expected to take some responsibility for some of their own work results, working either independently or as part of a team.</p> <p>Group A (Core) Units Work in the animal care industry# Follow OH&S procedures in an animal care environment# Assist with general animal care# Provide food and water for animals# Participate in workplace communications# Provide basic first aid for animals# Carry out workplace OHS procedures Work effectively in the companion animal industry Monitor and maintain health of companion animals</p> <p>Group B Units Provide advice on companion animal selection and general care Capture, handle and transport companion animals Carry out companion animal breeding procedures Prepare companion animal diets and monitor feeding</p> <p>Group B and/or C Units Provide information on companion animals, products and services Operate retail information technology systems Coordinate merchandising presentation</p> <p>#Qualification entry requirement</p>	<p>CERTIFICATE IV IN ANIMAL CONTROL AND REGULATION Appropriate for a person working for a local council or within an animal welfare centre or refuge</p> <p>Group A (Core Units) Implement and monitor the organisation's OHS program Comply with animal control and regulation requirements Assess and impound animals Identify and respond to animal behaviour Manage conflict situations within an animal control and regulation environment Carry out pound procedures Prepare and present animal control and regulation case Investigate non-compliance with legislation Act on non-compliance with legislation Organise workplace information</p> <p>Group B Units Coordinate seizure of animals Operate and maintain council pound facilities</p> <p>Group B and/or C Units Apply animal trapping techniques Implement a pest management action plan</p>
<p>CERTIFICATE IV IN COMPANION ANIMAL SERVICES Appropriate for a person who will have responsibility for supervising and assigning a range of work tasks in a companion retail store or grooming service, or working in animal welfare organisations, breeding services and animal training organisations</p> <p>Group A (Core) Units Carry out workplace OHS procedures# Work effectively in the companion animal industry# Monitor and maintain health of companion animals# Implement and monitor the organisation's OHS program Manage compliance in the companion animal industry</p> <p>Group B Units Develop diets for companion animals Purchase companion animal livestock Manage companion animal breeding</p> <p>Group B and/or C Units Provide professional companion animal grooming services Conduct companion animal training classes Monitor and manage business operations</p> <p>#Qualification entry requirement</p>	<p>CERTIFICATE IV IN VETERINARY NURSING Appropriate for those wanting to gain employment within a veterinary clinic practice as Veterinary Nurses</p> <p>Group A Units Work in the animal care industry# Follow OHS procedures in an animal care environment# Assist with general animal care# Provide food and water for animals# Participate in workplace communications# Carry out veterinary reception duties# Carry out daily clinic routines# Assist with surgery preparations# Coordinate patient admission and discharge Apply radiograph routines Perform clinic pathology procedures Perform clinic office procedures Carry out surgical nursing routines Nurse animals Carry out medical nursing routines Coordinate and perform theatre routines Provide specific animal care advice Carry out veterinary dental nursing procedures</p> <p>Group B and/or C Units Develop enrichment strategies for companion animals Coordinate clinic promotional activities Develop and implement specific clinic policies</p> <p>#Qualification entry requirement</p>	

ACRONYMS & DEFINITIONS

AAB	Apprenticeship Administration Branch - the Office of Training and Tertiary Education Branch which is responsible for the administration of apprenticeships/traineeships.
AFO	Apprenticeship Field Officer - Field Officers of the Office of Training and Tertiary Education who provide assistance to employers and apprentices.
Apprenticeship/Traineeship	A training contract between an employer and an employee where the employer provides training and the employee learns the occupation/trade.
GTO	Group Training Organisation - employ apprentices/trainees and places them with 'host' employers.
AAC	Australian Apprenticeships Centre – Provides apprenticeship/traineeship services to both employers and apprentices/trainees. Located throughout Victoria.
OTTE	The Office of Training and Tertiary Education - State Training Authority in Victoria.
RTO	Registered Training Organisation - Training Provider recognised by the Office of Training and Tertiary Education e.g. TAFE Institute, private training provider
STA	State Training Authority - Office of Training and Tertiary Education
STP	Sample Training Program - an example of a training program an apprentice/trainee could complete.
Training Contract	An agreement between an employer and apprentice/trainee detailing training conditions and the type of training your apprentice/trainee will receive.
WorkChoices Infoline	A Service of the Department of Employment and Workplace Relations - Commonwealth department which deals with industrial relations issues including wage queries.